

VIRGINIA: MINUTES OF THE ORGANIZATIONAL AND REGULAR MEETING FOR THE DINWIDDIE COUNTY BOARD OF ZONING APPEALS HELD IN THE BOARD MEETING ROOM OF THE DINWIDDIE COUNTY GOVERNMENT CENTER BUILDING ON THE 18^H DAY OF JANUARY, 2023 AT 7:00 P.M.

PRESENT: TRACY SHEETS VICE CHAIRMAN
WILLIAM SEAY
LANCE EVERETT
WILSON YAGER CHAIRMAN
DONNIE BOSTIC

OTHERS: BRAD ROBINSON SENIOR PLANNER/ZONING ADMINISTRATOR
MICHAEL DREWRY ASST. COUNTY ATTORNEY

IN RE: CALL TO ORDER

The Chairman called the meeting to order at 7:00 p.m.

IN RE: ROLL CALL

The Chairman asked for the roll to be called. All members were present.

IN RE: APPROVAL OF AGENDA

The Chairman asked if there were any additions or corrections to the agenda. He said since there are none he would entertain a motion to accept the agenda as presented.

Ms. Sheets made a motion that the agenda be accepted as presented. It was seconded by Mr. Bostic and with Mr. Seay, Mr. Everett, Mr. Bostic, Mr. Sheets and Mr. Yager voting "Aye" the Agenda was accepted as presented.

IN RE: MINUTES

The Chairman said you have the minutes from the May 18, 2022 Regular meeting before you. He asked if there were any corrections. He said since there are none he would entertain a motion to accept the minutes as presented.

Ms. Sheets made a motion that the minutes be accepted as presented. It was seconded by Mr. Everett and with Mr. Bostic, Ms. Sheets, Mr. Seay, Mr. Everett and Mr. Yeager voting "Aye" the minutes were accepted as presented.

IN RE: ELECTION OF CHAIRMAN FOR 2023

The Chairman turned the meeting over to Mr. Robinson.

Mr. Robinson asked if there were any nominations for 2023 Board of Zoning Appeals Chairman.

Mr. Yager made a made a motion that Ms. Sheets be the Board of Zoning Appeals Chairman for the year 2023. It was seconded by Mr. Everett and with Ms. Sheets, Mr. Bostic, Mr. Everett, Mr. Seay and Mr. Yager voting “AYE” Ms. Sheets became Chairman of the Board of Zoning Appeals for the year 2023. All members agreed with the resolution of the Board of Zoning Appeals of Dinwiddie County Virginia listed below:

BE IT RESOLVED, by the Board of Zoning Appeals of Dinwiddie County, Virginia that Tracy Sheets shall be appointed as the Chairman of the Board of Zoning Appeals of Dinwiddie County, Virginia for the year 2023, or until he or she resigns, is unable to hold office, or until a successor assumes office.

Mr. Robinson turned the meeting back over to Ms. Sheets.

IN RE: ELECTION OF VICE CHAIRMAN FOR 2023

The Chairman opened nominations for Vice Chairman of the Board of Zoning Appeals.

Mr. Bostic made a made a motion that Mr. Yager be the Board of Zoning Appeals Vice Chairman for the year 2023. It was seconded by Ms. Sheets and with Mr. Bostic, Ms. Seay, Mr. Everett, Mr. Mr. Yager and Ms. Sheets voting “AYE” Mr. Yager became Vice Chairman of the Board of Zoning Appeals for the year 2023. All members agreed with the resolution of the Board of Zoning Appeals of Dinwiddie County Virginia listed below:

BE IT RESOLVED, by the Board of Zoning Appeals of Dinwiddie County, Virginia that Wilson Yager shall be appointed as the Vice Chairman of the Board of Zoning Appeals of Dinwiddie County, Virginia for the year 2023, or until he or she resigns, is unable to hold office, or until a successor assumes office.

IN RE: ELECTION OF SECRETARY FOR 2023

The Chairman opened nominations for Secretary of the Board of Zoning Appeals.

Mr. Everett made a made a motion that Mr. Gurley be the Board of Zoning Appeals Secretary for the year 2023. It was seconded by Mr. Seay and with Mr. Yager, Mr. Bostic, Mr. Seay, Mr. Everett and Ms. Sheets voting “AYE” Mr. Gurley became Secretary of the Board of Zoning Appeals for the year 2023. All members agreed with the resolution of the Board of Zoning Appeals of Dinwiddie County Virginia listed below:

BE IT RESOLVED, by the Board of Zoning Appeals of Dinwiddie County, Virginia that Alvin Gurley shall be appointed as the Secretary of the Board of Zoning Appeals of Dinwiddie County, Virginia for the year 2023, or until he or she resigns, is unable to hold office, or until a successor assumes office.

IN RE: DETERMINATION OF MEETING SCHEDULE FOR 2023

The Chairman said we have before us the meeting schedule for 2023. She asked if there were any corrections or conflicts with it. She said since there isn't any she would entertain a motion.

Mr. Everett made a motion to accept the 2023 12 month Meeting Schedule for the Board of Zoning Appeals. It was seconded by Mr. Seay and with Mr. Seay, Mr. Everett, Mr. Bostic, Mr. Yager and Ms. Sheets voting "AYE" the 2023 12 month Meeting Schedule was approved. All members agreed with the resolution of the Board of Zoning Appeals of Dinwiddie County Virginia organizational meeting of the Board of Zoning Appeals schedule of meetings and dates for 2023 listed below:

Resolution

of the BOARD OF ZONING APPEALS of DINWIDDIE COUNTY, VIRGINIA ORGANIZATIONAL MEETING OF THE BOARD OF ZONING APPEALS SCHEDULE OF MEETINGS AND DATES FOR 2023

WHEREAS, the Board of Zoning Appeals of Dinwiddie County, Virginia, in accordance with the Code of Virginia, 1950, as amended may adopt a regular meeting schedule,

NOW THEREFORE BE IT RESOLVED by the Board of Zoning Appeals of Dinwiddie County, Virginia, that the following rules shall apply for the year 2023:

1. Regular Meetings of the Board shall be held every month, on the third Wednesday of the month, in the Government Center Building Board Meeting Room 14010 Boydton Plank Road, Dinwiddie, Virginia. The Regular Meeting time shall be 7:00 p.m. unless otherwise noted.
2. If a meeting with an advertised public hearing is canceled due to weather or other conditions, it shall be continued for 7 days to the same time and place. If no cases are pending, the Board may cancel the meeting or the Board may hold the meeting to receive training or to consider matters brought before it by the Secretary of the BZA. The regular meeting dates are as follows:

January 18, 2023	February 15, 2023	March 15, 2023
April 19, 2023	May 17, 2023	June 21, 2023
July 19, 2023	August 16, 2023	September 20, 2023
October 18, 2023	November 15, 2023	December 20, 2023

*Note: The organizational meeting for the calendar year 2024 will be held on January 17, 2024 at 7:00 p.m.

IN RE: CITIZEN COMMENTS

The Chairman opened the citizen comment period of the meeting and asked if anyone had signed up to speak. She said since there is no one she was closing the citizen comments portion of the meeting.

IN RE: OLD BUSINESS

Mr. Robinson said he doesn't have any old business.

IN RE: NEW BUSINESS

Mr. Robinson said he doesn't have any new business.

Mr. Drewry reminded the members that there is a case coming before them in March. It is an appeal of the Zoning Administrator's decision. He reminded the members that based on Virginia Code, staff nor the applicant, can discuss the case with them individually. The idea was to resolve any dialogue for the day of the case.

IN RE: REVIEW BY-LAWS

The Chairman said all the members have a copy of the By-Laws and if there is anything needing to be discussed or changed in them, this is the time to do it.

Mr. Yager made a motion to accept the By-Laws as presented. It was seconded by Mr. Bostic and with Mr. Bostic, Mr. Seay, Mr. Everett, Mr. Yager and Ms. Sheets voting "AYE" the By-Laws were accepted as presented.

IN RE: REVIEW CODE OF ETHICS AND STANDARDS OF CONDUCT

The Chairman said all the members have a copy of the Code of Ethics and Standards of conduct. If there is anything needing to be discussed or changed in them, this is the time to do it.

Mr. Yager made a motion to accept the By-Laws as presented. It was seconded by Mr. Bostic and with Mr. Bostic, Mr. Seay, Mr. Everett, Mr. Yager and Ms. Sheets voting "AYE" the Code of Ethics and Standards of Conduct were accepted as presented. All members agreed with the Code of Ethics and Standards of Conduct for members of the Dinwiddie County Board of Zoning Appeals listed below:

**CODE OF ETHICS AND STANDARDS OF CONDUCT FOR
MEMBERS OF THE DINWIDDIE COUNTY
BOARD OF ZONING APPEALS**

Recognizing that persons who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving on the Dinwiddie County Board of Zoning Appeals should adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a part to their evasion.
2. Put loyalty to the highest moral principles and to the County as a whole above loyalty to individuals, districts, or particular groups.
3. Give a full measure of effort and service to the position of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
4. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
5. Adopt policies and programs that provide equal opportunity to all citizens without regard to national origin, race, color, religion, gender, age, disability, pregnancy, or sexual orientation.
6. Ensure the integrity of the actions of the Board by conducting official and private affairs in a way that clearly conveys that you cannot be improperly influenced in performing your official duties.
7. Make no private promises of any kind binding upon the duties of any office, since a

- public servant has no private word, which can be binding on public duty.
8. Engage in no business with the County government, or the school system, either directly or indirectly, which is inconsistent with the conscientious performance of Board duties except as may be consistent with the conflict of interest statutes in the Code of Virginia.
 9. Never use any information gained confidentially in the performance of Board duties as a means of making private profit.
 10. Expose, through appropriate means and channels, corruption, misconduct, or neglect of duty whenever discovered.
 11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed sessions only to deal with sensitive personnel, legal or contractual matters as provided by the Code of Virginia.
 12. Avoid using the position of public trust to gain access to the media for the purposes of criticizing colleagues or citizens, impugning their integrity or vilifying their personal beliefs.
 13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Board.
 14. Review orally and in public session, at the annual organizational meeting, each of these principles.
 15. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

IN RE: BOARD MEMBER COMMENTS

There were no member comments

IN RE: SENIOR PLANNING COMMENTS

Mr. Robinson said he wanted to echo what Mr. Drewry had stated concerning the Appeal to the Zoning Administrator's decision. He said Mr. Drewry and I will be following up with each member. He ask each member to ensure March 15, 2023 was free on their schedule, because their presence will be needed for that meeting.

IN RE: ADJOURNMENT

The Chairman said if there is nothing else he would entertain a motion for adjournment. Mr. Bostic made a motion to adjourn and Mr. Seay seconded it and with all members present voting "AYE" the meeting adjourned at 7:20 p.m.

Respectfully submitted:

Brad Robinson
Senior Planner/Zoning Administrator

Signed: _____
Tracy Sheets, BZA Chairman

Dated: _____